

Hopkinton Budget Committee
Town Hall
October 08, 2008

Present: Karen Irwin, Chair; Danny Coen (arrived at 6:37pm); Patrice Gerseny; David Lancaster; Marion Paxton; Scott Flood, Alternate Selectmen Representative (arrived at 6:40pm); David Luneau, School Board Representative; Tom O'Donnell, HVP Representative; and Bob Carpenter, CVP Representative.

Absent: Cameron Ford

The meeting was called to order at 6:35 pm, by Chairperson Irwin.

The minutes of the September 10, 2008 meeting were distributed. Approval of the minutes was delayed while the committee reviewed an addition to the minutes which was offered by David Luneau.

A draft of the Hopkinton Budget Committee Schedule of Meetings and Important Dates for the 2009 budget year was presented by Karen Irwin. Several minor typographical errors were corrected by the committee. After brief discussion it was agreed by consensus that this corrected schedule will be posted on the town website.

A sample Draft Letter to the School Board and accompanying definition form were reviewed by the committee. This is the format to be used for letters and definition forms to the Town, School Board and Precincts. The letter requests the proposed operating budget and warrant articles and supporting information:

The Budget Committee asks while you are constructing the budget proposal, thought be given to what goals your board and functional operational units would like the budget to accomplish during the upcoming year. The enclosed Definition Form is to be used to communicate these accomplishments. The Budget Committee also asks that proposed new positions, substantially changed programs and capital items with gross expenditures exceeding \$20,000 be submitted as separate warrant articles.

All budget submissions are to include:

- Proposed annual operating budget and gross revenues

- Current year budget vs. year-to-date expenditures and

- Two (2) prior year actual expenditures and

Full Time equivalent (FTE) reports for those years, as well the actual number of Full time and Part time positions.

- New Programs and all Grant Proposals

- Cost efficiencies (savings) presented as a part of the budget

- Definition Form (requested)

- Proposed warrant articles (complete) and applicable forms required by the State."

The School Board will also be presenting contracts with HEA, HESS, and TEAMSTERS, which are currently being negotiated.

Redrafts of these letters in final form will be distributed to the Budget Committee.

The amended minutes of the September 10, 2008 meeting were reviewed. A motion to approve the minutes as amended was made by David Lancaster, seconded by Bob Carpenter and passed.

David Luneau stated that the meeting minutes need to be available in a more timely fashion.

Karen Irwin will be investigating hiring a secretary for the Budget Committee to record proceedings during the coming budget season.

Scott Flood, Alternate Selectman's Representative presented the report of uncollected and delinquent taxes.

(Marion Paxton was excused from the meeting at 7:30pm.)

Scott Flood also went over the report and the Budget Committee tried to get a sense of the difference between the dollar level of uncollected taxes and prior levies listed on the report.

Scott also handed out a memo from John Boatwright, Acting Town Administrator regarding the Town Ambulance. This year Scott Flood expected to reflect items such as the Ambulance Fuel and Dispatch costs to be a part of the Ambulance budget and Capital Reserve funds to be a part of the billing to the other Towns. Next Scott Flood reviewed the Town Revenues for September 30, 2008. Chairman Irwin asked for the tax revenues to be reflected in the report. Scott Flood then asked for some input from the committee members regarding the Ambulance service.

David Luneau reported on the School Financials for August 31, 2008. On this report it reflected that the school would have to transfer an estimated \$50,000 to cover food service expenses.

David also reflected that the Teachers contract (HEA) had been approved and ratified as a one year contract versus the usual three year contract. The two other contracts HES or teamsters for maintenance and the Administrative positions have yet to be finalized. David Luneau also stated the school was looking at their risk exposure regarding funds and thought it would be a good idea if the Town reviewed their risk exposure as well.

Tom O'Donnell went over the fact that he thought that the Hopkinton Village precinct Forms had been submitted to Dept of Revenue Administration (DRA). He found out via e-mail from Bob Blanchette on September 30, 2008, that the MS 35 had still yet to be

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filled with DRA. Scott was going to contact Hopkinton precinct officials to get this accomplished. The Hopkinton Village Precinct was holding up the setting of the Town Tax rate by DRA. Tom did not have a Hopkinton Precinct financial report.

Bob Carpenter from the Contoocook Village Precinct did not have a financial report either.

David Lancaster asked about plans for the expansion of the filtration system so we would not have a water ban in Town. Bob Carpenter did not think it would be a part of next year's budget unless it was just the plans for such a system.

David Luneau made a motion to adjourn the meeting and Patrice Gerseny seconded the motion. All were in favor and the meeting ended at 8:35 p.m.

Respectfully Submitted,

Marion Paxton
Karen Irwin